

October 16, 2012

## **PERSONNEL COMMITTEE REPORT**

The Personnel Committee met Tuesday, October 16 at 6:00 p.m., in the Quorum Court Meeting Room, Third Floor, County Administration Building, 215 East Central, Bentonville.

Committee Members Present: Sandlin, Allen, J.Harrison, Blaty, Carr, Moore

Others Present: JP Hawkins, County Judge Bob Clinard, County Clerk Tena O'Brien, Assessor Glen "Bear" Chaney, Coroner Daniel Oxford, Prosecuting Attorney Van Stone, Human Resources Manager Barbara Ludwig, Administrator of General Services Elizabeth Bowen, Comptroller Sarah Daniels, Chief Deputy Don Townsend, Captain Hunter Petray

Media: Tom Sissom – Benton County Daily Record

JP Sandlin called the meeting to order.

### **Public Comments:**

None

### **1. New Position Requests**

- **Department 2 – County Clerk**  
Request to reestablish funding for existing position – Deputy Clerk-Statewide Voter Registration Systems Specialist
- **Department 5 – Sheriff's Office**  
Request for Funding for Staff Assistant Position
- **Department 21 – Prosecuting Attorney**  
Request for Additional Legal Secretary 1 Position
- **Department 52 – Veterans Services Office – County Judge/Veteran Services Officer**  
Request for a Deputy Veterans Service Officer

JP Allen made motion to approve and forward to the 2013 Finance/Budget Committee for consideration, seconded by JP Carr.

Motion passed by unanimous show of hands vote.

## **2. Reorganization Requests**

- **Department 7 – Assessor**

Add:

- Business Commercial Property Supervisor/Appraiser (grade 10)
- Personal Property Supervisor (grade 9)
- Business Property Field Coordinator (grade 9)

Delete:

- Business and Personal Property Supervisor (grade 11)
- (2) Deputy Assessor III positions (grade 7)

- **Department 23 – Building Maintenance – Director of Facilities Maintenance and Building Construction**

Add Facilities Maintenance - Construction Supervisor (grade 14)

Delete Facilities Maintenance - Construction Manager (grade 15)

Lengthy discussion was held on the new position requests and the reorganization requests.

Human Resources Manager Barbara Ludwig stated that the new personnel would add approximately \$178,615 to the budget if approved, and that the reorganizations would add another \$33,162, with some of the money coming from the General Fund and some from various commissioned accounts, which include the Assessor, Collector and Treasurer.

JP Moore made motion to approve the new position requests and reorganization requests and forward to the 2013 Budget, seconded by JP Carr.

Motion passed by unanimous show of hands vote.

## **3. Change in Grade with Change in Rate Requested**

- **Department 52 – Veterans Services Office – County Judge**

Change Position to Senior Veterans Services Officer from a grade 12 to grade 14.

- **Departments 4, 6, and 7 – Treasurer, Collector, and Assessor - Barbara Ludwig**

Change grades of Administrative Assistants from a grade 16 to a grade 19 due to the addition of the management rating factor.

Increase wages of Administrative Assistants to avoid wage compression on the minimum rate.

- **Department 21 – Prosecuting Attorney**

Change grade of Investigator – Prosecuting Attorney from grade 8 to grade 13

Discussion was held on the grade changes for the Senior Veterans Services Officer, Investigator for the Prosecuting Attorney and the Administrative Assistants in the Treasurer's Office, Collector's Office and Assessor's Office.

Barbara Ludwig stated that these grade changes would cost the county approximately \$17,713.

**4. Change in Grade Causing Adjustment in Wages to New Range Minimum**

- Adjust (3) Legal Secretary 1's to minimum of Grade 7 salary range.
- Adjust (1) Staff Assistant – Elections to minimum of Grade 6 salary range.

Barbara Ludwig stated the total impact to the budget would be \$3,995.92.

**5. Wage Study Adjustment**

- **Department 19 – Accounting and HR – Barbara Ludwig**  
Adjust wage rate for County Properties Coordinator from \$18.90 to \$19.77 per hour (Internal Market Equity)
- **Department 27 – Coroner**  
Increase annual Stipend for the Chief Deputy Coroner from \$2,400 to \$4,800 per year to reflect increased hours and responsibilities.

Barbara Ludwig stated that the total impact to the budget would be \$ 4,804.55, for the wage adjustment requests.

JP J. Harrison made motion to forward items 3 thru 5, grade and wage changes, to the 2013 Budget, seconded by JP Carr

**Grade Changes – No Change in Wage Rates**

FUND	DEPT	POSITION	OLD GRADE	NEW GRADE
		Administrative Assistant - County		
010	2	Clerk	16	19
		Administrative Assistant - Circuit		
605	3	Clerk	16	19
010	5	Commander Major - Operations	19	23
010	5	Captains Patrol, CID, and Admin	17	20
070	7	Executive Secretary - Assessors	5	6
010	19	Human Resources Assistant	5	6
010	20	Chief Juvenile Probation Officer	16	19
		Director of Emergency		
010	27	Management	16	19
010	30	Secretary/Staff Assistant	5	6
010	30	Planning Staff Assistant	5	6
010	31	Juvenile Detention Manager	5	6
010	35	Senior Environmental Officer	15	18
010	38	Fire Marshal	11	13
260	47	Investigator - Public Defender	16	17
		Secretary/Staff Assistant Vet		
010	50	Services	8	9
130	52	Director of 9-1-1- Operations	5	6
010	63	Jail Administrator - Captain	15	18
010	67	Jail Secretary	17	20
		Director of Emergency		
010	67	Communication	5	6
		Director of Emergency		
010	68	Communication	15	17

Barbara Ludwig stated that these changes to the wage rates will not result in changes in the budget.

## **Changes in Title or Changes in Department without Changes in Wage Rates**

### **Changes in Title Only**

Fund	Dept.	Old Title	New Title
010	19	Accounting Manager	Director of Accounting
010	19	Human Resources Manager	Director of Human Resources
010	35	Juvenile Detention Manager	Director of Juvenile Detention
010	35	Assistant Juvenile Detention Manager	Assistant Director of Juvenile Detention
010	49	Manager of Information Technology	Director of Information Technology

### **Changes in Department Assignment**

Current Fund/Dept.	New Fund/Dept.	Position Title
010/01	010/19	Grants Administrator
010/49	010/19	Software Applications Specialist

JP Carr made motion to forward the grade and title changes to the 2013 Budget, seconded by JP Moore.

Motion passed by unanimous show of hands vote.

### **Old Business**

#### **▪ Consideration of Wage Adjustment for the Benton County Coroner**

Lengthy discussion was held regarding a substantial increase in pay for the Coroner as part of a plan to bring his pay into line with other elected officials.

JP Carr made motion to raise the Coroner's salary to \$70,009 in the 2013 Budget and increasing the Coroner's salary by \$5,900 per year for the next three years, resulting in a total increase of \$17,700 at the end of the three years, seconded by JP Moore.

Motion passed by unanimous show of hands vote.

JP Allen announced that a Finance/Budget Committee meeting will be held October 22, 2012 at 6:00 p.m.

Meeting adjourned at 8:05 p.m.